

CAREER OPPORTUNITIES IN THE AMERICAN INTELLIGENCE SERVICE

FOREWARD

This message is directed to career minded young men and women of professional caliber and to graduate and undergraduate students in American Colleges and Universities who are citizens of the United States, and who are making decisions about their future careers.

The Central Intelligence Agency offers you an opportunity to serve your country in a civilian capacity as a career intelligence officer in the American Intelligence Service.

The purpose of this message is to tell you something about the profession of intelligence, the American Intelligence Service and its place in the structure of the Federal government, the career opportunities it affords to those of you who qualify and are selected for it, and lastly, how you may apply as a candidate for career duty with the Central Intelligence Agency.

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THE PROFESSION OF INTELLIGENCE

For our purposes the word intelligence is inadequately defined in most dictionaries. We can accept intelligence as meaning "knowledge for a general or particular purpose" but we must place limitations on both the kinds of knowledge we are concerned about and the purposes which such knowledge is to serve.

Firstly, we are concerned with knowledge about foreign peoples, ideas, places and things. Such knowledge may be described generally as being political, economic, sociological, scientific, technical and military in character. It thus embraces almost every field of the physical, natural and social sciences.

Secondly, we are concerned particularly with that foreign knowledge which has a bearing on the national security interests of the United States. The foreign knowledge which we are seeking, therefore, is to serve the general and particular purposes of deciding what our national security policies are to be, in the light of our national security interests, and of ensuring that the objectives of these policies are met. The dynamics of human behavior are constantly at work as we pursue this knowledge and we must therefore take into account and interpret the significance of the ever-changing conditions, trends and developments abroad which affect our purposes.

The foregoing definition of intelligence should not be construed as meaning that it is the role of intelligence to recommend national security policy. On the contrary, the role of intelligence as it acts in support of the national security, is to :

1. Reduce to the minimum the element of surprise in changing foreign conditions, trends and developments by the timely and accurate interpretation and reporting on the significance of events abroad which bear upon national security interests.

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- ii. Provide the intelligence appraisals and estimates upon which national security policy decisions and actions can be based.
- iii. Prevent the unauthorized disclosure of national security information, intelligence sources and methods, and the penetration of the intelligence service by foreign powers.

By its very nature, the profession of intelligence provides those engaged in it with an intellectual environment which is practically without dimension, and it presents an unprecedented challenge to those inclined to apply their particular talents to this profession in the service of their country.

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Prior to 1946 the United States intelligence effort was generally conducted on a decentralized basis. Each Department of the Executive Branch of the Federal government, which held limited and specialized responsibilities for the national security produced the intelligence it needed to meet its own departmental responsibilities. Military intelligence of joint concern to the Armed Forces was coordinated, and still is, through the mechanism of the Joint Chiefs of Staff. On those occasions when it became necessary to consider United States foreign policy in the light of the military power position of the United States, the intelligence support to such considerations was provided on an Ad Hoc basis by committees and task forces arranged through the now defunct State - Army - Navy - Air Coordinating Committee. These arrangements became inadequate to the needs of the Government as the United States faced the Cold War upon the cessation of military hostilities after V-J Day.

In February of 1946, the President of the United States, by Executive Order, established the Central Intelligence Group. In the following year the Eightieth Congress enacted Public Law 253, generally known as the National Security Act of 1947, which among other things established the National Security Council and the Central Intelligence Agency within the Executive Branch of the Federal Government.

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By this action the Congress provided the President with a permanent and legally constituted apparatus for dealing with national security problems at the national level of the Government. The National Security Council, of which the President is Chairman, has as its major responsibility the development of national security policy based upon appraisals of the objectives, commitments and risks of the United States, in the light of our actual and potential military power. A secondary activity of the Council is to provide general direction to the Central Intelligence Agency.

The Central Intelligence Agency is the intelligence facility of the National Security Council. It is responsible, through the Council, to the President of the United States. In addition to carrying out the role described in the preceding section, the Agency is further responsible for advising the Council and making recommendations to it on matters concerning those intelligence activities of the Government departments and agencies as relate to the national security, and as directed by the Council for the coordination of such activities.

The departmental intelligence facilities of the Government are organized with the Central Intelligence Agency in a Governmental intelligence community. The Director of Central Intelligence is the chairman of the Intelligence Advisory Committee which provides policy guidance and direction to the intelligence community as a whole on national intelligence problems. While it can be said that each of these departmental facilities are a part of the American Intelligence Service, we are describing only those career opportunities which exist in the American Intelligence Service of the Central Intelligence Agency. While American intelligence activities pre-date 1776, in the sense in which we are discussing the American Intelligence Service, it is just completing the first decade in its history.

INTELLIGENCE AS A CAREER

Like most professions today the profession of intelligence contains within it many different fields of specialization. The doctrine, methods and techniques of exploiting sources of intelligence information and of engaging in intelligence and related activities are not only many and varied in both number and kind, but also are closely guarded secrets.

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Pre-intelligence training in any one of the many fields of the physical, natural and social sciences, which is pre-requisite to a career in intelligence, can and is given in private academic institutions. Professional intelligence training, however, can only be given in an environment which is surrounded by appropriate security safeguards. Consequently most individuals possess so little information about the profession of intelligence that they have no basis for choosing it as a career. Many laymen for example think of intelligence solely as an adjunct to military operations. On the contrary, an effective intelligence effort in peacetime may well be one of the decisive factors in preventing war.

In view of this situation the Central Intelligence Agency has found it necessary to provide a means whereby most highly qualified career intelligence officer candidates who are selected for entry into the American Intelligence Service undergo an extensive period of career preparation, evaluation and assessment to determine which field of intelligence specialization is most suited to the individual candidate's capabilities and interests. For this purpose it has established a Junior Officer Training Program which is discussed in the following section.

The American Intelligence Service of the Central Intelligence Agency is a career service. All individuals accepted into it are in probationary status throughout the first full year of service. After the third year of continuous satisfactory work performance and conduct, the individual becomes eligible for entry into the CIA Career Staff. As a member of the Career Staff he has the opportunity, periodically, of stating his preference for the type and place of duty he desires, and for the specialized and advanced training he needs or would like to have. He may request training to improve his current level of performance in a given assignment, or to prepare him to qualify for an assignment of greater responsibility.

Each of the major components of the Agency operate a system of Career Service Boards to ensure that just and equitable attention is given to the personal progress of every member of the Career Staff. In meeting this objective the Boards are responsible for reviewing each individual career preference plan and for putting into effect those career development actions which are commensurate with the individual's demonstrated capacity, his growth potential, the needs of the Agency and the interests of the individual.

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Like the Armed Forces and the Foreign Service of the United States, the American Intelligence Service affords many of its members opportunities for tours of duty overseas.

In summation, Intelligence, as a career, offers you an opportunity to serve your country, at home and abroad, in direct support of the national security of the United States, at the highest level in the Governmental Structure, in a profession which presents a challenging intellectual environment, and in a Service which is established on a career basis devoted to developing your aptitudes and capabilities to their fullest capacities.

THE JUNIOR OFFICER TRAINING PROGRAM

The Central Intelligence Agency has established the Junior Officer Training Program as one means whereby highly promising young men and women are selected and prepared as career candidates for entry into the American Intelligence Service.

Career candidates are selected on the basis of a review and examination of their intellectual qualifications and personal attributes, and an assessment and evaluation of each candidate's potential for successful performance in some field of intelligence activity. In addition, the eligibility of each candidate, for selection into the Service, is subject to the results of an intensive security investigation and a comprehensive medical examination.

Career preparation of each candidate accepted for the Program involves completion of a formal basic training program of approximately six months duration, and an individually tailored developmental program which includes both formal as well as on the job training in various intelligence activities. Throughout the period of his career preparation the candidate's progress is assessed and evaluated to determine his fitness for a given type of intelligence duty.

The basic training program is designed to familiarize the candidate with the entire field of intelligence activities and to assist him in relating the skills and competences he possesses to the profession of intelligence.

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Upon completion of basic training, and on the basis of the candidate's training performance, his Program Supervisor will assign him an individually tailored developmental program. This program is designed to give him a thorough understanding and a command of the proficiencies required by various specified duty assignments. In the on-the-job training phase of his developmental program, the candidate learns by doing. In general, the ability of the candidate to demonstrate aptitude and convert it to proficiency is the factor which governs the duration and the nature of this phase of his career preparation.

It is by these means that the candidate is given every opportunity of developing his aptitudes and capabilities to the limits of his capacity, and the Agency, in building upon the knowledge and skills he possesses, qualifies him for entry into that field of intelligence activity most appropriate to his capabilities and interests.

CRITERIA FOR SELECTION OF CAREER CANDIDATES

From the foregoing discussions, it is clear that large numbers of individuals representing competences in a wide range of academic backgrounds and professional aptitudes are needed for this work. In addition to those directly involved in intelligence activities, others are needed in the fields of administration, management, accounting and supply.

The personal attributes of the candidate are of equal importance as his intellectual qualifications or his professional competencies in establishing his eligibility for the profession of intelligence. As a guide to prospective candidates, the general qualifications and attributes listed below represent those which are either essential or desirable in those selected for the Service to enter the Junior Officer Training Program.

1. Unquestionable loyalty to the United States of America, dedication to the preservation and extension of our democratic way of life, and a high drive to serve his country.
2. Native born citizen of the United States.
3. Not less than 21, nor more than 35 years of age.
4. Physically fit and mentally sound.
5. High intellectual ability, versatility and adaptability.

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6. Strength of character, good reputation and willingness to work hard under trying conditions.
7. Creative and analytical ability, a disciplined imagination and a high degree of intellectual curiosity.
8. Strong interest in foreign affairs, peoples and places, or motivation to acquire such interests.
9. Proficient in one or more foreign languages, or acceptable aptitude and motivation to acquire and maintain proficiency in a foreign language.
10. Capacity to express ideas clearly and simply both orally and in writing.
11. Ability to work from evidence and draw meaningful conclusions from it.
12. Ability to meet and deal with others of higher, equal and lower status, easily and effectively, in both normal and difficult situations.
13. Profound sense of discretion, capable of acquiring a sense of security consciousness and suppressing the inclination to discuss the work with outsiders, and ability to make adjustments readily to the limitations imposed by security restrictions.

GENERAL INFORMATION

Starting Salaries

Starting salaries depend upon such factors as education, previous work experience, and military experience. They are \$3670 — \$4525 or \$5440 per annum for those selected for entry into the Junior Officer Training Program. Starting salaries for other personnel (specialists in certain fields of competence, senior personnel who bring with them knowledges and skills developed over the years) are determined according to the individual circumstances in each case. Agency personnel are normally paid on a bi-weekly basis.

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Promotions

Consideration for promotion is mandatory, and promotions are based on demonstrated proficiency during the training period while in the Program. Periodic salary increases (smaller increments than those provided by regular promotions) are automatic for all employees with satisfactory service records.

Vacations

Vacations are computed from length of government service (including military service), and may be accumulated up to 30 working days.

Less than 3 years service---13 working days per year (2 3/5 weeks).

3 to 15 years service ----- 20 working days per year (4 weeks).

Over 15 years service ----- 26 working days per year (5 1/5 weeks).

Sick Leave

Sick leave is earned at the rate of 13 working days per year. This leave accumulates without limit over the years and provides a degree of security should you be ill for a prolonged period.

Military Leave

If you hold a Reserve Commission in the Armed Forces of the United States, you are authorized and encouraged to take two weeks military leave a year, during which time you will receive both Agency salary and military pay. Military leave is in addition to regular annual leave for vacation purposes.

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Retirement

Personnel of the Agency participate in the Civil Service Retirement Plan. A deduction is made from each salary check. Should you resign before completing 20 years of service, the total contribution plus interest may be refunded. Upon retirement under the plan, liberal payments are provided.

Insurance

All insurance plans available to Agency personnel are voluntary. The Agency has a very comprehensive insurance program. Both life and hospitalization policies are available at moderate cost.

Employee Services

CIA provides many services for its personnel. Among these are: financial assistance if merited; assistance in finding housing, in arranging transportation, and in other "work oriented" matters; counseling service as requested, serving as a clearing house for educational and recreational matters.

Appointment Status

Since its entrance requirements are specialized and unique, CIA appoints its personnel without regard to regular U. S. Civil Service selection and qualifying procedures. "Civil Service Status" is not conferred through appointment to CIA, although as a duly appointed member of the U. S. Government, Agency personnel are entitled to substantially the same rights and benefits accorded to other Government personnel.

HOW TO APPLY

If you are interested in applying as a career candidate for the American Intelligence Service of the Central Intelligence Agency you may either:

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1. See your College Placement Officer and request an interview with the CIA Representative who visits your campus from time to time.
2. Write to the Central Intelligence Agency, Office of Personnel, 2430 E Street, N. W., Washington 25, D. C., enclosing a summary of your background and requesting the application forms.
3. Appear at the above address for a personal interview if you are in or happen to visit Washington, D. C.

You are advised to make your application well in advance of the date you would like to enter on duty with the Agency since it takes from three to six months to process each potential candidate through the various steps involved. You may apply at any time prior to graduation. If you are accepted as a career candidate, you will be scheduled for entrance on duty at a time consistent with your convenience and the starting dates of the basic training phase of the Junior Officer Training Program, which is scheduled for presentation five times each year.

You are requested to limit the information that you have applied for entry into the American Intelligence Service to members of your immediate family.